

## **POLICE PERSONNEL SUPERVISOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Police Personnel Supervisor exists is to perform a variety of services such as supervising a staff of six employees in the personnel division in the Scottsdale Police Department. This classification is supervisory. Work is performed under minimal supervision by Professional Standards Divisions Captain.

### **ESSENTIAL FUNCTIONS**

Provides strategic direction, leadership, and management to Personnel Unit in the areas of recruitment and selection, background investigation, polygraph examination, and employee files. Develops performance measures for the unit and provides feedback.

Supervises personnel staff in coordinating work priorities and assignments; ensures compliance with CALEA, Arizona POST, City, State and Federal rules and regulations relating to the recruitment and selection of police department employees.

Develops and monitors division budget. Acts as the liaison between department staff and Human Resources for the recruitment and selection process.

Reviews written materials and attends meetings and conferences in order to keep informed of current recruitment, selection, and Human Resources issues and practices.

Oversees background investigations to ensure they are complete and meet department, CALEA and AZ POST standards; department personnel files and documents.

Assist in conducting background investigations and participating in testing processes as needed.

Performs duties assigned by the Professional Standards Captain and office of the Chief of Police. Act as a liaison for the Personnel Unit with the Training Unit, Arizona Law Enforcement Academy (ALEA), and Arizona Police Officer Standards and Training (POST).

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

Law enforcement agency is desirable

Microsoft computer software including Word and Access

##### Ability to:

Prioritize and manage time effectively

Manage and lead professionals, technical and clerical personnel

Work independently with little direction and solve problems

To train employees, effectively delegate tasks, and provide feedback and direction

Possess excellent written and oral communication skills

**Education & Experience**

Requires a bachelor's degree in human resources, organizational management, criminal justice, or a related field; and 2 years supervisory experience. Training and experience may be substituted for degree.

FLSA Status: Exempt

HR Ordinance Status: Unclassified